

Your reclaim for Housing Benefit and Council Tax Benefit

For office use only

Date form was requested

/

/

Date form was issued

/

/

Date received at:

DWP office date stamp

Initials

Local authority office date stamp

Initials

	You	Your partner
Surname or family name	<div></div>	<div></div>
Other names	<div></div>	<div></div>
National Insurance (NI) number	<div>Letters</div> <div>Numbers</div> <div>Letter</div>	<div>Letters</div> <div>Numbers</div> <div>Letter</div>
Address	<div></div> <div></div> <div></div> <div>Postcode</div>	<div></div> <div></div> <div></div> <div>Postcode</div>
What date did you move to this address?	<div>/</div> <div>/</div>	<div>/</div> <div>/</div>
Daytime phone number	<div>Code</div> <div>Number</div>	<div>Code</div> <div>Number</div>
Which benefit or benefits do you want to claim?	<div>Council Tax Benefit</div> <div>Housing Benefit</div>	<div>How much is your rent?</div> <div>£</div> <div>every</div>
Please tick which of these you are also claiming	<div>Contribution-based Jobseeker's Allowance</div> <div>Income-based Jobseeker's Allowance</div>	<div>Income Support</div> <div>Employment and Support Allowance</div> <div>Incapacity Benefit</div>
Have you claimed Housing Benefit or Council Tax Benefit before?	<div>No</div> <div>Yes</div>	<div>You will need to make a full claim to Housing Benefit and Council Tax Benefit, please ask for form HCTB1.</div> <div>Tell us your claim reference number, if you know it</div> <div></div>
When was your Housing Benefit and Council Tax Benefit paid up to?	<div>/</div> <div>/</div>	
Has there been a change in the circumstances of yourself or anyone you are claiming for since that date? For example, if a child has been born or an older child has left college.	<div>No</div> <div>Yes</div>	<div>Please tell us about it.</div> <div></div>

If you need more space, use another sheet of paper. If you use another sheet, tick this box

Does anyone else normally live with you and your partner, if you have one?

Do not count children under 16 or children you get Child Benefit for.

No ☐ Go to **Your declaration**.

Yes ☐ Please tell us about these people below.

If you need to tell us about more than 5 people, please use a separate sheet of paper.

If you use a separate sheet of paper, please tick this box ☐

	Surname	Other names	Date of birth
Person 1	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Person 3	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Person 4	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Person 5	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Have the circumstances of these people changed since the date your Housing Benefit or Council Tax Benefit was paid up to?

No ☐ Go to **Your declaration**.

Yes ☐ Please tell us about these people below.

Your declaration

Please read this declaration carefully before you sign and date it.

- **I understand** that this claim is made to you, my local council.
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.

- **I understand** that you may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I know** that I must let you know in writing straight away about any change in my circumstances which might affect my claim.

This is my claim for Housing Benefit or Council Tax Benefit or both.

Your signature

Date

 / /

What to do now

Send this form to us straight away. You can find our address in the phone book under **Council**.